

## COMMERCIAL VEHICLE LETTER OF REQUEST (LOR) CHECKLIST

Date: \_\_\_\_\_

- 1) Name of Country: \_\_\_\_\_
- 2) Name of SAO—POC: \_\_\_\_\_
  - i) Telephone Number: \_\_\_\_\_
  - ii) Email address: \_\_\_\_\_
- 3) Vehicle Name: (i.e. Water Truck, 500, gal.; Truck, Cargo, 5-Ton; Forklift, 2-Ton; Dozer 10,000lb): \_\_\_\_\_
- 4) Vehicle Mission/Purpose  
Questions to address:
  - a) What will the vehicle be used for? (i.e., transporting troops, cargo, fuel etc.) \_\_\_\_\_
  - b) Where will the vehicle be driven? (i.e., on-road, off-road, warehouse, etc.) \_\_\_\_\_
  - c) If a cargo truck, what is the required payload; or if a tank is required, what capacity, etc.? \_\_\_\_\_
  - d) If a wrecker; what type of wrecker (rollback, boom, underlift) and what type(s) of vehicle(s) are to be towed? \_\_\_\_\_
  - e) Provide as much detail as possible regarding the mission and purpose of the requested vehicle and the type of environment it has to function in: \_\_\_\_\_
- 5) Expected Quantity: \_\_\_\_\_
- 6) What are the ambient temperatures the vehicle will be expected to be stored, started, and operated in?
  - a) Maximum \_\_\_\_\_ degrees Fahrenheit
  - b) Minimum \_\_\_\_\_ degrees Fahrenheit
    - i) Are Winterization Kits/Cold Starting Aids required? **Unanswered**
- 7) Size and weight limitations:
  - a) Are there any dimensional or weight constraints related to operational factors? (i.e., fit through doors, cross bridges, negotiate ramps) \_\_\_\_\_
  - b) Are there any transportability limitations? (i.e. rail, water, air or highway) **Unanswered**
    - i) If yes, what are limiting transporter or weights and dimensions, if known? (i.e., if a construction type vehicle, is there already a trailer earmarked to haul the vehicle, and what is the trailer payload capacity) \_\_\_\_\_
- 8) Is Sole Source procurement needed by the customer? **Unanswered**  
If yes, please provide name of contractor and forward justification document to USASAC prior to LOA submission.
  - a) Name of Preferred Vehicle: \_\_\_\_\_
  - b) Preferred Make & Model: \_\_\_\_\_
  - c) Part Number (if available): \_\_\_\_\_
- 9) General Vehicle Body Configuration:
  - i) ☐ 2-door or ☐ 4 Door
  - ii) Preferred cab style/type: **Unanswered**
  - iii) Paint Color (include paint color/chip number, if known): \_\_\_\_\_
    - (1) Is closest Manufacturers' Standard Commercial color acceptable? **Unanswered**
    - (2) Is CARC required? (Chemical Agent Resistant Coating) **Unanswered**
  - iv) Special marking requirements, if any: \_\_\_\_\_
- 10) Driveline/Drivetrain:
  - a) Desired axle configuration: ☐ 4x2; ☐ 4x4; ☐ 6x4; ☐ 6x6; ☐ no preference;  
☐ other, please specify: \_\_\_\_\_

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- b) Are locking or limited slip differentials required? Unanswered, if yes, specify preferred type and axle(s): \_\_\_\_\_
  - c) Engine type: Unanswered
    - i) List types of fuel that the vehicle must operate on (i.e., leaded, unleaded or low octane gas, high sulfur content diesel, etc.): \_\_\_\_\_
    - ii) Are turbocharged engines desired/acceptable? Unanswered
  - d) Transmission type: Unanswered
  - e) Steering: ☐ Left Hand Drive (LHD) or ☐ Right Hand Drive (RHD)
- 11) Electrical/communication requirements:
- i) Is there a preferred vehicle electrical system? Unanswered
  - ii) If known, list manufacturer, model and electrical requirements of communications radio to be installed, if any: \_\_\_\_\_
- 12) Required Equipment (check if required):
- a) ☐ Air Conditioning
  - b) ☐ Trailer Towing
    - i) Capacity (payload/weight of trailer to be towed): \_\_\_\_\_ pounds
    - ii) Type of brakes on towed trailer (if known): Unanswered
    - iii) Hitch type: ☐ Ball; ☐ Pintle; ☐ Fifth Wheel; ☐ Other (explain): \_\_\_\_\_
  - c) ☐ Winch
    - i) Capacity: \_\_\_\_\_ pounds
  - d) ☐ Front Tow Hooks
  - e) ☐ Rear Tow Hooks
  - f) ☐ Lighting for nighttime operation
  - g) ☐ Blackout Lighting
  - h) ☐ Brushguard
  - i) ☐ Spare tire
    - i) ☐ Swingaway Spare Tire Carrier
    - ii) ☐ Tire Changing Tools (lifting jack and lug wrench).
  - j) ☐ Other tools (list): \_\_\_\_\_
  - k) ☐ Special/unique requirements (list and describe requirements): \_\_\_\_\_  
(Note that an additional cost will normally be incurred for any special or unique requirement requiring deviation or additions to the standard commercial model.)
- 13) Number of Years of Concurrent Spare Parts (CSP):
- a) Are Concurrent Spare Parts (CSP) or Contractor furnished tools required? Unanswered
    - i) If yes, please complete the Contractor CSP and Tools checklist near the end of this package and state for what time frame: ☐ 1 Year; ☐ 2 Years; ☐ 3 Years; ☐ Other
- 14) Training:
- a) Will vehicle training be a requirement? Unanswered
  - b) Do you prefer ☐ CONUS or ☐ OCONUS training locations?
  - c) ☐ Operator training required?
  - d) ☐ Maintenance training required?
  - e) Total Number of Students: \_\_\_\_\_
  - f) Is English Language Acceptable? Unanswered
    - i) If no, what language is desired? \_\_\_\_\_
- 15) Publications:
- a) One each commercial operator's manuals are normally overpacked with each vehicle. Are there any other unique publication requirements? Unanswered
    - i) If yes, please complete the Contractor Publications Checklist near the end of this package.
- 16) Contractor Support

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- a) Is in-country contractor support required during initial operation/ installation? **Unanswered**  
i) If yes, specify duration of support and attach scope of work: \_\_\_\_\_

17) Additional Comments: \_\_\_\_\_

POC:

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